



State Grant Budget Guidelines

To prepare your budget narrative, you are advised to read these guidelines carefully. The guidelines identify allowable and unallowable grant expenses. The guidelines also explain what details are needed when completing your budget narrative.

Personnel

List full or part-time program salaried employees that are directly involved in the proposed project. **Do not request grant funding for an employee who is already on the payroll unless the original position held by that person will be filled by a new employee.** List the name of individual, if known. If a person has not been hired, list the title of the position and indicate it is “vacant.”

For grant employees, indicate the number of hours for each position. The hourly rate for personnel salaries can be determined on the basis of 8 hours per day, 40 hours per week, 173.33 hours per month, or 2,080 hours per year.

Salaries may not exceed those normally paid for comparable positions in the community or the unit of government associated with the project. Paid vacation and sick leave are allowable expenditures, but must not exceed the time that is normally allowed by the agency or unit of government associated with the project. All leave earned must be used or paid during the period of the grant.

Employees who are not on the payroll are classified as consultants. Consultant information should be described in the Consultant Budget section.

Fringe benefits are to be based on the employer’s share only. Fringe benefit base wage amounts for part-time employees must be prorated according to the percentage of total time spent with each employer. Show how you calculated fringe benefits.

Consultants

Persons with specialized skills who are not on the payroll are considered consultants. **When a consultant is known, a resume listing the consultant’s qualifications must accompany the application (label this Attachment B).** However, if the position is vacant and the project receives funding, the identified consultant must be pre-approved by CCJJ prior to hiring the consultant.

In this section, include any expenses such as travel and per diem that will be paid to the individual consultant in addition to their fees.

Consultant fees for individuals may not exceed \$56.25 per hour or \$450 per day, for an 8-hour day, plus expenses, without prior approval from CCJJ. Fee justification must be provided.

Describe the procedure to be used in acquiring the consultant/contract (i.e., small purchase procedures, competitively sealed bids, non-competitive negotiation, etc.) All procurement transactions whether negotiated or competitively bid without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition.

Travel and Training

For in-state trips, include the per-mile reimbursement rate and anticipated miles to be traveled (x) the number of people traveling. For out-of-state training, list the actual conferences to be attended, the conference site and date, estimated travel, registration, lodging and per diem costs and how many individuals will attend. Explain how the information acquired at the conference is necessary and beneficial to your project. If conference information is not currently available, list the types of training desired, number of people needing the training, and the estimated costs. If your grant is approved, you will need to obtain pre-authorization from CCJJ to attend any conferences that were not pre-identified.

Grant related travel charges may not exceed the rates usually allowed by the relevant unit of government or agency involved in the project. Be sure to include parking, telephone and other allowable incidental travel costs.

Equipment

Equipment is generally considered tangible property having a useful life of more than one year. In this section, list only equipment items to be purchased that are over \$1,000 each. Do not include expendable items (supplies) which will be used during the life of the project.

All equipment purchases covered by this grant must be necessary for the project to achieve its goals and objectives. All procurement transactions whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition.

- Purchases under \$500 - No competitive quotes are required, however, the best source and price should still be selected.
- Purchases between \$500 and \$2,000 - Quotes should be obtained (by phone, fax, or letter) from at least two vendors. Award must be made to the vendor submitting the lowest quote meeting the minimum specification and required delivery date.
- Purchases exceeding \$2,000 - A competitive sealed bid process must be conducted or subgrantees may purchase items through "State Contract" with approved vendors. Sole source contracts must be approved by CCJJ prior to being awarded.

Supplies

List items by type (e.g. office supplies, postage, utilities, training materials, copying paper, and other expendable items) and show the basis of computation. Generally, supplies include any materials that are expendable and consumed during the life of the project.

Other

Items that may be included in this category are leased or rented equipment, minor repairs, metered postage, and miscellaneous expenditures related to the project. **Please note that CCJJ's policy is to not use grant funds to pay indirect costs or grant management costs associated with projects.** These expenses may be listed as an in-kind match.